

Head of School: Ms Laura Benardout

Telephone: 020 8393 4839 | Email: info@meadow.surrey.sch.uk
Sparrow Farm Road, Stoneleigh, Surrey, KT17 2LW
www.meadowprimary.co.uk



Job details

Job title: Class teacher – primary school

Salary: £25,443 - £41,635 currently

Contract type: Full time; Fixed Term (initially for one year)

Reporting to: Head of School

Main purpose

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

Duties and responsibilities

Teaching

- Plan and teach well-structured lessons that engage all learners within the Meadow curriculum
- Assess, monitor, record and report on the learning needs, progress and achievements of all pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of all pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good or better progress and outcomes by pupils
- Demonstrate excellent subject, curriculum and pedagogical knowledge
- Participate in arrangements for preparing pupils for external tests
- Ensure there are opportunities provided which will contribute to pupils' personal, spiritual, social and cultural development, as well as developing their cultural capital
- Establish and maintain a purposeful working environment

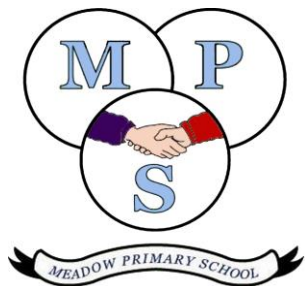
Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach



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Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Actively promote and adhere to risk assessments

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching, proactively seeking courses to assist in own development
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with pupils, parents and carers

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues within school and the Trust.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the professional development of other teachers and support staff
- Deploy resources delegated to them

Other areas of responsibility

The teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.



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Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

Criteria	Qualities
Qualifications and experience	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Successful primary teaching experience
Skills and knowledge	<ul style="list-style-type: none"> • Knowledge of the National Curriculum • Knowledge of effective teaching and learning strategies • A good understanding of how children learn • Ability to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies • Good ICT skills, particularly using ICT to support learning
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • High expectations for children's attainment and progress • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality

Notes:

This job description may be amended at any time in consultation with the postholder.



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Last review date: *[date when this document was last reviewed]*

Next review date: *[date when this document will next be reviewed]*

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:

Safeguarding Statement:

Meadow Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake a Disclosure check by the Disclosure and Barring Service at an appropriate level for this post



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